



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #27**

TO: Child and Adult Care Food Program Sponsors (**Centers Only**)

FROM: Julie Stark, Interim Director
Office of School Support Services

DATE: August 12, 2003

SUBJECT: **CACFP Fiscal Year 2004 Agreement and Application Renewal**

On Wednesday, August 13, 2003, the Child Nutrition Application Program (CNAP) will be available for Child and Adult Care Food Program (CACFP) Centers to begin the online application process. CNAP must be used to renew the Application-Agreement to participate in the CACFP. The CACFP Application-Agreement can be accessed on the following website: <http://meis.mde.state.mi.us/cnap> Please carefully review and update all application information. CACFP renewals must be completed and submitted on CNAP no later than September 12, 2003.

Prior to proceeding with the application renewal process on CNAP, complete and return the CNAP CACFP Security Access Form. A copy of this form was sent with the CNAP Training Memo of June 11, 2003. If this form has not already been filled out, it may be obtained at the following link: <http://meis.mde.state.mi.us> (scroll down to the CNAP Application Submission Site and click on CNAP CACFP Security Agreement). Please read the form carefully to determine who should be authorized to submit the application. Within 24 hours of receipt of the form, our office will grant access rights to CNAP allowing the application data to be entered and certified. The authorized person will then be able to grant access to enter/edit or read only to other staff members within the organization.

The enclosed *CNAP QUICK GUIDE* provides basic information on how to log in, prepare, and submit the application renewal using CNAP. Use this guide as general reference. Click AHelp@ on each application page for general instructions for completing the online form. It can also be downloaded from the MDE website (<http://www.michigan.gov/mde>) (click on Programs and Offices, click on School Support Services, then scroll down to the CNAP text box and click on the link for the material(s) you require). The CACFP Training Materials for CNAP, downloadable technical assistance materials explaining the online application process, is also available at this same website.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • HERBERT S. MOYER – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • ELIZABETH W. BAUER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Operational Memo #27

Page 2

August 12, 2003

So concerns can be efficiently and effectively addressed, please use the following guide to direct your inquiries:

Login/Password problems

MDE/CEPI Help Desk - 517/335-0505

Program related questions

CACFP Program

E-mail at MDE-CNAP-CACFP@michigan.gov or

Call 517/ 373-7391

Enclosure